

**CA-PMM****Project Name:** Child Nutrition Information and Payment System**OCIO Project #:** 6110-93**Department:** California Department of Education**Reporting Period:** From: 10/1/09 To: 10/31/09**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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## Team Member to Project Manager


**CA-PMM****Project Name:** Child Nutrition Information and Payment System**OCIO Project #:** 6110-93**Department:** California Department of Education**Reporting Period:** From: 12/1/09 To: 12/31/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	1) CACFP Design Delay 2) FDP Build/UAT	1) CACFP implementation will be delayed by 30 days. 2) CDE will plan for a single, rather than phased, implementation	1) Escalate all issues that potentially risk additional delays 2) FDP Module is not critical path; planned April 2010 implementation
2. Were any key milestones or deliverables rescheduled?	Yes	SNP historical claim data conversion will require modification.	Delays access to historical claim data in CNIPS.	Revised conversion requirements and approach delivered and reviewed by CDE. PMT to work with vendor and CNFS to identify target start date.
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			

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8. Are there any new major issues?	Yes	OTech will not support the legacy CACFP system after 12/2010.	The Project was not planning to convert this data into CNIPS. Historical CACFP claim data will not be accessible for viewing or processing adjustments.	CDE has requested a 1-year extension.
9. Are there any staffing problems?	Yes	Resource constraints to complete Food Distribution UAT script and data file development.	Food Distribution UAT preparation activities may require additional time to complete. This is not on critical path.	PMT assisting with data file development while scripts are built by subject matter experts. Additional FDP resources were allocated in December.

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	1)As reported previously, SNP claim data conversion deliverable will be delayed until after completion of SFSP tasks. No impact on overall project schedule. 2) FDP implementation will be delayed until all Phase 2 work is complete 3) Start of Compliance module work will be delayed by 30 days	1)Revised conversion requirements and approach have been reviewed. PMT to coordinate discussion to determine appropriate timing of restarting the work. 2) Build and UAT tasks were subdivided into Phase 1 and Phase 2 for schedule tracking. 3) Requirements review will begin February 2010, after CACFP design completes.
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	CACFP design delay will cause remaining CACFP tasks to slip by 30 days.	PMT will continue to actively manage the schedule, identifying alternatives to preserve the project end date.

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8. Are any major new issues foreseeable?	Yes	1) The USDA recently announced it has again delayed the implementation of its web-based ordering system (WBSCM) from February 28, 2010 to June 30, 2010. This will likely delay the food distribution implementation schedule. 2) Primary CACFP subject matter expert retired in December 2009. The Project will likely encounter issues related to the loss of program knowledge and leadership.	1) Close coordination with USDA and contingency planning with food distribution personnel. 2) Project has identified a new CACFP primary liaison. PMT will escalate issues to the Project Directors as needed.
9. Are any staffing problems anticipated?	Yes	Limited term positions expire June 2010. Two of the positions are on the Project Management Team.	Pending BCP provides for one of the resources. NSD will provide a redirected resource to PMT in July.

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

The CNIPS project has 3 module efforts underway concurrently. The School Nutrition Program (SNP) module has one remaining milestone for converting the historical claim data. The Project is reviewing revised conversion requirements and approach documentation to determine the appropriate time to restart the conversion activities. The Project successfully implemented the SFSP module claiming functionality to production on 12/10/2009! Year-round sponsors began submitting their October claims in CNIPS. The SCO completed their final Acceptance Testing. This module is complete! The Food Distribution Program (FDP) module is wrapping up design activities. The Project will use a phased approach in this module. The vendor continues build and test activities for the Phase 2 functionality, planned to be complete in January 2010. The Project is finalizing the Phase 2 UAT planning activities concurrently with executing the Phase 1 UAT scripts. To date, the test team has executed 77% of the Phase 1 scripts with a 96% pass ratio. The Child and Adult Care Food Program (CACFP) module design activities are in-progress. The design activity is on the critical path and is projecting a 30 day delay.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Summer Food Service Program Claim Module in Production			Complete!		12/31/2009
Child and Adult Care Food Program Module in Production	1/25/10	7/15/10	In design; 30 day delay	Design activities will continue into January, shifting the implementation date to July 2010. Variance is less than 10%.	

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Food Distribution Module in Production	10/9/09	4/30/10	Completing final design; Build and UAT planning/execution are in-progress	No impact to overall project end date. Variance is less than 10%.	
Compliance Monitoring Module in Production	6/3/10	11/16/10	Not started	Planned shift of CACFP start date will shift Compliance Monitoring start date. Variance is less than 10%.	

**Variances**

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution.
Milestones		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution.
Deliverables		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution. Vendor is adding one additional staff member to development team.
Resources	On Plan <5%			
One Time Cost	On Plan <5%			
Continuing Cost	On Plan <5%			



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**CA-PMM****Project Name:** Child Nutrition Information and Payment System**OCIO Project #:** 6110-93**Department:** California Department of Education**Reporting Period:** From: 11/1/09 To: 11/30/09**Sponsor to Executive  
Committee****Summary Milestones and Highlights**

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>If Delayed, Impact to Implementation Date</b>	<b>Date Completed</b>
Summer Food Service Program Claim Module in Production			Complete!		12/31/2009
Child and Adult Care Food Program Module in Production	1/25/10	7/15/10	In design; 30 day delay	Design activities will continue into January, shifting the implementation date to July 2010. Variance is less than 10%.	
Food Distribution Module in Production	10/9/09	4/30/10	Completing final design; Build and UAT planning/execution are in-progress	No impact to overall project end date. Variance is less than 10%.	

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Compliance Monitoring Module in Production	6/3/10	11/16/10	Not started	Planned shift of CACFP start date will shift Compliance Monitoring start date. Variance is less than 10%.	
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**Variances**

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

\* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution.
Milestones		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution.
Deliverables		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution. Vendor is adding one additional staff member to development team.
Resources	On Plan <5%			
One Time Cost	On Plan <5%			
Continuing Cost	On Plan <5%			

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Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	1 Yellow	All variance is within 10%
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	Project is tracking 2 high probability/impact risks
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	
	Medium	1		

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	Weak	2	3
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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	1	Yellow	All variance is within 10%
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	1	Yellow	All variance is within 10%
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
<b>Total</b>			<b>3</b>	<b>G</b>	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

**Vendor Viability Rating Rationale**

Colyar Consulting Group (CCG) is the vendor providing the base software and completing the modifications needed for the CDE. The vendor continues to show a strong commitment to the Project and the CDE. The vendor participates in weekly status meetings, weekly schedule review meetings, and steering committee meetings. The vendor is located in Phoenix, AZ and travels to the CDE for needed onsite interactions. The vendor continues to be responsive to CDE needs (e.g., production incidents) and requests. The vendor has experienced delays in completing design documents on-schedule. CDE will continue to actively manage the vendor's progress towards project milestones.